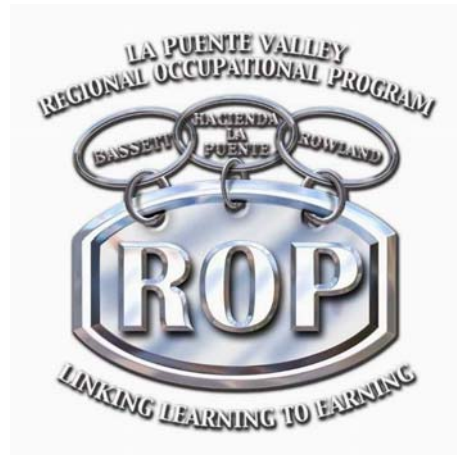


# La Puente Valley Regional Occupational Program



## Classified Employee Professional Growth Program



Approved 2004  
Revised: July 2006

## Introduction

Classified employees constitute an integral part of the La Puente Valley Regional Occupational Program and a significant portion of the total staff. Professional growth by classified employees is essential to the success of the Program.

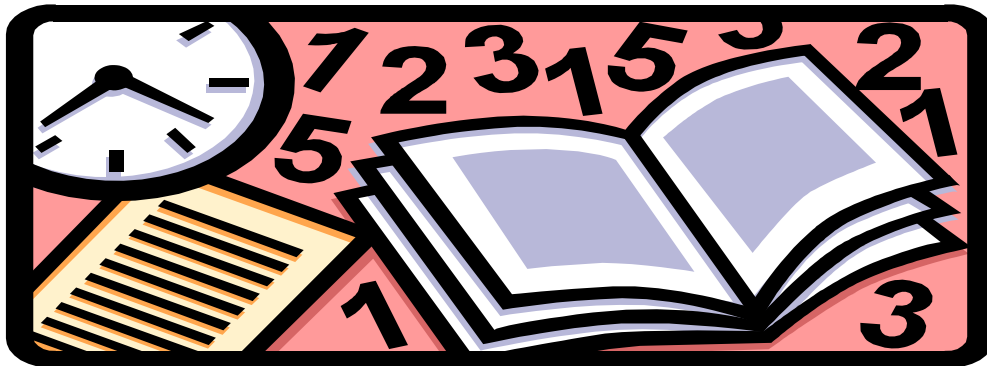
Continuous education and professional growth is necessary to keep up with our rapidly changing technologies and society. Professional growth is the continuous, purposeful engagement in study and related activities to retain and continue high standards of performance on the job.

The Professional Growth Program for the classified staff of La Puente Valley Regional Occupational Program has been designed to encourage classified staff to continue to grow professionally by providing financial incentives to staff who have successfully completed the requirements of the Professional Growth Program.

Professional growth should be a joint enterprise between the employees and the supervisor. It should, therefore, be planned together to ensure maximum gain for the employee and the ROP.

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## **ELIGIBILITY**

All regular classified employees who have served one year with the ROP are eligible to enter the Professional Growth Program.

A classified employee on leave of absence as a full-time student will not be eligible to participate in the program nor will the employee be able to receive future credit for courses taken during that leave as it is assumed the effort is being made for the purpose of qualifying for advancement in a job classification.

If a classified employee terminates employment with the ROP for any reason and is subsequently reemployed in a classified position, the employee will not be entitled to credit or payment for previous professional growth stipends.

## **PROFESSIONAL GROWTH STIPEND**

A stipend for professional growth shall be earned upon verification of completion of 15 semester units or equivalent units of approved academic credit.

The total stipend shall be in the amount of \$600 per year for 12 month employees, \$550 per year for 11 month employees, and \$500 per year for 10 month employees. The stipend shall be divided by the number of months employed and distributed on a monthly basis. The stipend is prorated by percent of employment for part-time and/or hourly employees.

Limitations:

1. A maximum of one stipend shall be approved for payment in any one fiscal year (July 1-June 30).
2. Units earned prior to June 30, 2004, are not applicable to this program.

## **EVALUATION OF COURSES & ACTIVITIES**

The assigned supervisor and the director of human resources will determine if the course or activity is "related" or "academic" as defined below:

1. Related courses and activities are specifically related to the employee's work assignment.
2. Academic courses are those not related to the employee's work assignment, but are applicable towards a high school diploma or college degree.

## **TYPES OF CREDIT ALLOWED**

1. College coursework taken at an accredited community college, college, or university that is specifically related to the employee's work assignment or applicable towards a certificate program or college degree.

All courses must be passed with a grade of “C” or better. Credit/no credit classes may be authorized with prior approval, and “credit” must be earned as verified by transcript.

All units are equated as semester units. Quarter units will be converted to semester units on a ratio of one-quarter unit equals 2/3 of a semester unit.

2. Coursework that is applicable a high school diploma.

All courses must be passed with a grade of “C” or better. Credit/no credit classes may be authorized with prior approval, and “credit” must be earned as verified by transcript.

All units are equated as semester units. Quarter units will be converted to semester units on a ratio of one-quarter unit equals 2/3 of a semester unit.

3. Equivalent units may be earned for successful completion of ROP or adult education courses, in-service training programs on non-duty time, industry-sponsored courses, or job related workshops or conferences. Twenty hours of approved attendance is equal to 1 semester unit. Satisfactory verification of the hours attended must be provided.

Equivalent units will not be granted for professional growth activities that are completed during release time from the regular work assignment. However, with prior approval by the supervisor, vacation days may be utilized to complete approved activities for credit.

**Please note:**

Employees may receive credit for technology courses as follows:

1. Up to sixty hours of credit may be given for learning each of the Microsoft Office programs, Word, Access, Excel, and PowerPoint. If you have already received sixty hours of credit for any of these, you may earn twenty more hours for learning a new version. Up to thirty hours may be given for learning Windows and only fifteen hours for a new version. Each program must be listed separately by name on the plan form.
2. Other courses will be evaluated by the supervisor and supervisor of human resources on a case-by-case basis. It is important to have all courses approved **BEFORE** you begin taking them to avoid not receiving credit for all hours completed. Courses or activities may not be repeated for credit unless sufficient documentation is provided to verify that the content or curriculum is different. The professional growth activity plan must have prior approval for credit to be given.

**AMOUNT OF PROFESSIONAL GROWTH STIPEND**

A monthly stipend will be paid to employees who successfully complete the 15 semester units or 300 hours of equivalent activities or a combination of the two. The \$600 stipend is based on \$50.00 per month for a full-time 40 hours per week, 12-month employee. The monthly stipend is prorated for employees who work less than 40 hours per week or fewer than 12 months per year.

## **DEVELOPMENT OF A PROFESSIONAL GROWTH PLAN**

Development of a professional growth plan should be a joint enterprise between the employee and the supervisor. A part of the evaluation conference should be dedicated to determining what activities the employee could undertake to enhance effectiveness on the job and further professional growth.

Once the employee has decided to begin accumulating credits toward a professional growth stipend, the *Classified Professional Growth Program* form must be completed. The form can be obtained in the Human Resources Department or in the forms file.

All courses/activities must be approved in advance. When the form has been completed by the employee and the supervisor, the employee must forward the form to the director of human resources. Upon completion of the human resources section, the director of human resources will forward one copy to the employee, one to the supervisor, and retain one in the employee's professional growth file.

If either the supervisor or the director of human resources denies the request, the employee may request in writing, within 10 working days of receipt of the denial, a meeting to discuss the professional growth plan. The content and validity of the course/activity in question will be reviewed.

## **VERIFICATION OF PROFESSIONAL GROWTH CREDITS**

The director of human resources must receive verification of all courses or activities. Verification, in the form of transcripts, official grade cards with the dates of the courses, certificates of completion, attendance verification, or other acceptable evidence, must be sent to the director of human resources. After receipt, the director of human resources will return a copy of the form indicating the number of units or hours credited.

## **APPLICATION FOR PAYMENT**

The employee must request the director of human resources to tally the number of units and hours that have been completed. Once the director of human resources has determined that the 15 units are complete and all official documentation has been received, a change in payroll status form will be completed and forwarded to the accounting department. The stipend will be effective beginning the next pay cycle after professional credit is approved.

The monthly stipend shall be paid in addition to the employee's regular salary and shall be subject to all customary payroll deductions.

An employee must be in a paid status to receive any portion of the professional growth stipend. Such payments will end when employment is terminated for any reason.

## **EXCLUSIONS**

Professional growth credit will not be approved for positions that require continuing education (e.g. bus drivers, guidance specialist to career development facilitator). Credit will be considered for approval for any hours or classes completed beyond the requirements of the position.

# La Puente Valley Regional Occupational Program

## Classified Professional Growth Planning Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

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**1. GOAL(S) STATEMENT:** Describe your goal(s) as they relate to your present position and your annual performance objectives. List below the classes you intend to pursue to meet your goal(s).

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**2. List of Objectives (Classes) to Meet Above Goal(s):**


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Applicant's Signature

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Supervisor's Signature

**3. Attach this form to the "Classified Professional Growth Approval Form."**

**La Puente Valley Regional Occupational Program**  
**Classified Professional Growth Approval Form Attachment B**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
(Please Print)

Current Educational Level:    ( ) HS    ( ) AA    ( ) BA    ( ) MA    Professional Growth Subject Area: \_\_\_\_\_  
( ) Full-Time Employee   ( ) Part-Time Employee    ( ) 10 month Employee   ( ) 11 month employee   ( ) 12 month employee

**COLLEGE UNITS**

SCHOOL	COURSE #	COURSE TITLE/DESCRIPTION	*QTR. UNITS	SEM. UNITS	DATE ADDED	**COURSE GRADE	SUPERVISOR SIGNATURE	DATE APPROVED	** HUMAN RESOURCES DEPARTMENT VERIFICATION OF COMPLETION

TOTAL UNITS | \_\_\_\_\_ | DATE COMPLETED: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ACCEPTABLE COURSEWORK**

- College coursework taken at an accredited community college, college, or university that is specifically related to the employee’s work assignment or applicable towards a certificate program or college degree.
- Coursework that is applicable a high school diploma.
- Equivalent units may be earned for successful completion of ROP or adult education courses, in-service training programs on non-duty time, industry-sponsored courses, or job related workshops or conferences. Twenty hours of approved attendance is equal to 1 semester unit. Satisfactory verification of the hours attended must be provided.

\* 1 Quarter Unit = 2/3 of a Semester Unit  
\*\* For Acceptance, a Grade of “C” or Better is Required  
8/97

**VERIFICATION:** I certify that to the best of my knowledge, the information on this form is accurate.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

